

# Curriculum Vitae

## Personal Information:

Name: Nathalie Saad  
Nationality: Lebanese  
Marital Status: Single  
Date of Birth: 5<sup>th</sup> December 1973  
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## Objective:

- I am an achiever, hard worker, dedicated to my employer and institution and always looking to work proactively and ambitiously.
- I always proved to have a good leadership, analytical skills, strategic thinking, efficiency at work, and ease to cooperate and collaborate with the team and work conditions.
- My ambition and strong willing to succeed lead me to go beyond my responsibilities in order to exceed the Management expectations and ensure the institution's well-run.

## Education:

- **Bachelor of Hospitality & Tourism Management (2001 Pigier Beirut Lebanon-Pigier Paris)**
- **Sagesse Superior Institute of Law 1998**
- **Baccalauréat II (1994 Sagesse school Achrafieh Beirut)**

## Work Experience:

### **Bella Mare Beach Resort**

**July 2017 till present**

Operations Manager/ Owner Representative

Opening period

- Responsible for the general operation of the resort
- Prepare the F&B outlets (menu engineering & cost)
- Responsible of the recruiting process
- Coordinate with all suppliers and their payments
- Prepare on job training for the employees
- Follow up with the outlet manager of the existing restaurants ( Classic Burger & Tomatomic)
- Coordinate with the Financial Controller.
- Responsible of all marketing aspects like social media and branding.

### **ABC Verdun Mall**

**April 2017**

Senior mall Supervisor

Pre-opening period for the hall mall (Task Force)

### **Caramel Boutique Hotel & Propaganda Gin Bar**

**September 2015 – January 2017**

General Manager

Pre-opening period

- Responsible for the general operation of the hotel & restaurant

**AUT University Byblos**

**March 2015- June 2015**

Teaching Hospitality courses (Front Office)

**Riviera Hotel and Beach Resort**

**July 2013 –September 2014**

Rooms Division Manager

- Responsible for the general smooth operation of guest services in Front Office; Reception, Valet services, Concierge and switchboard, Guest Relations, Lobby, Housekeeping, Laundry and uniformed services

- **Edde Sands Resort, Byblos**

**February 2011 – July 2013**

Rooms Division Manager

- Direct all aspects of Front Office, Housekeeping and Laundry operations
- Prepare ISO for Housekeeping and Front Office Department

- **Le Dix Hotel Managed by La Reserve Hospitality Collection  
Rawche, Avenue General Charles De Gaulle, Beirut Lebanon**

**October 2009 – February 2011**

Executive Housekeeper,

Member of the Pre-opening team

- **Intercontinental Le Vendome Hotel**

**EinMrayseh, Beirut Lebanon**

**September 2009.**

Assistant Executive Housekeeper,

- In charge of GSTS.

**Al Balad Restaurant**

**Down town, Beirut Lebanon**

**February 2009 – September 2009**

Branch Manager

- **Boubiss Group**

**LA PIAZZA Restaurant**

**SodecoAchrafieh, Beirut Lebanon**

**July 2007 – February 2009**

Branch Manager,

- **Markazia Monroe Suites Hotel**

**Down town, Syria street, Beirut Lebanon**

**June 2004 – July 2007**

Executive Housekeeper

- Assist in the Hotel Pre-opening: Prepare the property for the opening during Pre-opening period.

**Park Tower Suites Hotel**

**Risk Hospital Street, Achrafieh Beirut Lebanon**

## **July 2002 – June 2004**

### Executive Housekeeper

- Assist in the Hotel Pre-opening.

## **- Ticketing Training March 2001 – April 2001**

## **- Al Bustan Hotel Beit Mery ,Maten Lebanon April 2000 – July 2001**

Front Office agent, working on reception, reservation and guest relation

## **- Summerland Hotel Jnah, Beirut Lebanon June 1999 – March 2000**

Waitress and room service operator and F&B training.

## **- Teaching private courses: Arabic, English and French languages (1996 – 2000)**

## **Languages:**

- Arabic spoken & written fluently
- English spoken & written fluently
- French spoken & written fluently

## **Skills& Training:**

**Computer Skills:** Micros, Excel, Word, Outlook Express, PMS, Internet Explorer  
Fidelio, Omega, and Opera.

**Trainings:** Red Cross Training - Health & Safety training-  
Finance & Accounting management – Strategic thinking training-  
Team Building training- Train the trainer – Appraisal training  
Advanced leadership-Wine initiation Training- Yes I can training  
Basic communication skills- Service culture training  
DIScovering self and others workshop- Iso 22000- Iso 20001

## **Hobbies:**

Team sports (volleyball, basketball), in addition to reading, and Swimming

## **References:**

Available upon request